



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

Notice to Members of the Bar and Public - Effective March 18, 2003:

In order to accommodate your schedules, we provide the five options listed below for you to file documents during our business hours. We also provide two ways for you to file documents outside of our business hours.

DURING BUSINESS HOURS

1. **IN PERSON WITH AN APPOINTMENT:** If you have more than four petitions to file, you may schedule an appointment. Call the Court Services Supervisor in advance at 414-297-3291, extension 3060 to schedule an appointment.
2. **IN PERSON WITHOUT AN APPOINTMENT:** Wait in line to be called by the next available cashier. The cashier will file up to four petitions and any other general filing. If you have more petitions, you must return to the end of the line to file the rest of them.
3. **IN PERSON WITHOUT WAITING FOR PROCESSING:** Deposit documents (including petitions) in the safe located in the public area of the Clerk's Office. Do not leave documents on the front counter. Documents in the safe will be processed by the end of the next business day.
4. **DELIVERY BY THE UNITED STATES POSTAL SERVICE (USPS):** Documents delivered by the USPS are filed the day they are received.
5. **DELIVERY BY COURIER:** Documents delivered by courier are filed the day they are received unless delivery is by United Parcel Service (UPS). Documents delivered by UPS are filed by the end of the next business day since UPS usually delivers after 4:00 p.m.

AFTER BUSINESS HOURS

1. **DROP BOX:** A box located inside the Jackson Street entrance can be used to file documents. File stamp court originals and required copies. File stamp and retain your copies. Place the original and required court copies in an envelope and seal it. Deposit the envelope in the slot.
2. **SUPERVISOR ASSISTANCE:** Dial 414-297-4073 during a weekend or holiday for assistance in filing urgent documents.

Please contact Joan McFadyen at 414-297-3291, extension 3060 if you have comments, questions or suggestions.

Christopher L. Austin,
Clerk U.S. Bankruptcy Court